



CEHR-E

REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

*3 February 1997*

MEMORANDUM FOR COMMANDERS/DIRECTORS, ALL USACE COMMANDS

SUBJECT: Results of Recruitment, Retention, and Relocation Bonus Report

1. Last fall we asked for a report on the use of recruitment, retention, and relocation bonuses within the Corps of Engineers. Recruitment bonuses were given to two employees, relocation bonuses were given to three employees, and there were six instances where retention allowances were authorized. None of the cases was well documented. Consequently, I am taking steps to improve our future use of these employment incentives. First, the authority to approve retention allowances is withdrawn from all Corps of Engineers appointing officers below the HQUSACE level. As of the date of this memorandum, all requests for initial or renewal retention bonuses and supporting documentation will be sent through command channels to HQUSACE, ATTN: CEHR-E for review and approval by the Chief of Engineers. No new allowances can be authorized without this approval. Retention bonuses now in effect may continue to be paid, however complete supporting justification must be sent as above, not later than 30 days after the date of this memorandum for our approval or be terminated. Recruitment and relocation bonuses will continue to be approved locally.

2. Secondly, all division commanders, laboratory directors, and directors/commanders of separate field operating activities are to review the sufficiency of procedural guidance necessary to utilize recruitment, relocation, and retention bonuses in their command, the appropriateness of any recruitment and relocation bonuses authorized, and the quality of documentation of those decisions. After this review is completed, submit your report, addressing each of the three areas separately, to this headquarters, ATTN: CEHR-E, for forwarding to the Chief. Your response should be received no later than 3 March 1997.

3. The Office of Personnel Management has twice issued guidance (CPQ 96-3 dated January 31, 1996 and CPM 96-8 dated September 24, 1996) on these bonuses. The justification required for annual recertification of a retention bonus must be more specific than a statement that the employee might leave if no bonus is awarded. Recruitment and relocation bonus certification should document the hard-to-fill status of the position and describe how the bonus amount was determined. Additionally, explain why no bonus is authorized for similar positions.

4. Point of contact at HQUSACE is Cheryl Vinci, 202-761-0334 or Fred Hubley, 202-761-1735.

FOR THE COMMANDER:

ALBERT J. GENETTI, JR.

Major General, USA  
Deputy Commander